



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
1000 NAVY PENTAGON
WASHINGTON, D.C. 20350-1000

SECNAVINST 12810.2A
ASN (M&RA)
24 Jan 2019

SECNAV INSTRUCTION 12810.2A

From: Secretary of the Navy

Subj: FEDERAL EMPLOYEES' COMPENSATION ACT PROGRAM

Ref: (a) 5 U.S.C. §8101 et. seq.
(b) 20 CFR Part 10
(c) DOL/GOVT-1 Privacy Act Systems
(d) DoD Instruction 1400.25-V810 of 12 April 2005
(e) SECNAVINST 5211.5E
(f) SECNAVINST 12273.1B

Encl: (1) Responsibilities

1. Purpose. To establish Department of the Navy (DON) policy for the administration of the Federal Employees' Compensation Act (FECA) per references (a) through (f), and to assign responsibilities as referenced in enclosure (1).

2. Cancellation. SECNAVINST 12810.2.

3. Applicability. This instruction applies to appropriated fund employees within the Office of the Secretary of the Navy (Secretariat), the Chief of Naval Operations (CNO), the Commandant of the Marine Corps (CMC), and all U.S. Navy, U.S. Marine Corps installations, commands, activities, field offices, and all other organizational entities within the DON.

4. Policy. It is DON policy to:

a. Provide a safe and healthful work environment that complies with the applicable safety and health policies.

b. Provide prompt medical attention and full assistance in claiming just compensation for injuries or occupational illnesses incurred in the performance of their duties.

c. Fully implement the applicable employer policies and related requirements of references (a) through (f).

5. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned according to the records disposition schedules found on the Directives and Records Management Division (DRMD) portal page:

<https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/SitePages/Home.aspx>

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local Records Manager or the DRMD program office.



GREGORY J. SLAVONIC
Assistant Secretary of the Navy
(Manpower and Reserve Affairs)

Distribution:

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<https://doni.documentservices.dla.mil/>

RESPONSIBILITIES

1. Assistant Secretary of the Navy (Manpower and Reserve Affairs) has overall program responsibility for assessment and evaluation of the use of this authority.
2. Deputy Assistant Secretary of the Navy (Civilian Human Resources) or appropriate designee is responsible for the administration, interpretation, review, analysis, and modification of policies and procedures governing the injury compensation program.
3. The CNO and CMC are responsible for ensuring this policy is implemented within the units and organizations that fall under their cognizance. The Department of the Navy/Assistant for Administration is responsible for ensuring this policy is implemented within the Secretariat. Service and Secretariat implementation shall ensure that covered organizations fulfill all responsibilities required by reference (d).
4. Directors of Civilian Human Resources (DCHR) are responsible for ensuring that the Federal Injury Compensation Program policies and procedures within their respective commands comply with this instruction and all future OCHR policies and guidance.
5. Human Resources Office (HRO) Directors are responsible for:
 - a. Providing advice and guidance to activity heads, commanders, and managers on the injury compensation program.
 - b. Ensuring staff members are designated as Injury Compensation Program Administrators (ICPAs) to oversee the program, to coordinate the efforts of all involved management officials, and to ensure optimum effectiveness in program administration.
 - c. Ensuring the ICPAs complete the necessary training and perform the duties of the assigned position.